

## **5 KAR 1:010. Access to public records of Office of Lieutenant Governor.**

RELATES TO: KRS 61.870-61.884

STATUTORY AUTHORITY: KRS 61.876

NECESSITY, FUNCTION, AND CONFORMITY: KRS 61.876 requires that each public agency shall adopt rules and administrative regulations to provide full access to public records, to protect public records from damage and disorganization, to prevent excess disruption of its essential functions, to provide assistance and information upon request and to ensure efficient and timely action in response to application for inspection of public records. This administrative regulation proposes to fulfill this statutory requirement.

Section 1. The principal office location for the Office of the Lieutenant Governor is Room 142, Capitol Building, Frankfort, Kentucky 40601. Regular office hours are 8 a.m. to 4:30 p.m., Monday through Friday, prevailing time in Frankfort, Kentucky.

Section 2. The title of the official custodian of the records of the Office of the Lieutenant Governor is the Lieutenant Governor of the Commonwealth of Kentucky, whose address is Room 142, Capitol Building, Frankfort, Kentucky 40601.

Section 3. Fees to be charged for copies of public records shall be ten (10) cents for each photocopy.

Section 4. The procedure to be followed in requesting inspection of public records shall be as follows:

(1) Requests for inspection of public records shall be made directly to the Lieutenant Governor or to the chief assistant to the Lieutenant Governor. The name of the chief assistant shall be posted with these administrative regulations in the Office of the Lieutenant Governor;

(2) Requests to inspect public records may be made orally or in writing, describing in reasonably sufficient detail the records to be inspected. Every reasonable attempt shall be made by the Office of the Lieutenant Governor to respond to oral requests; however, oral requests which are found to be vague, long or complex shall be required to be submitted in writing in letter form;

(3) Records shall be inspected and copied in the presence of a member of the Office of the Lieutenant Governor to protect the records from damage and disorganization, to lessen disruption of office procedure, to provide timely assistance and information upon request to the person requesting inspection, and to provide full access to public records;

(4) Suitable facilities shall be made available for inspection of public records.

Section 5. Those records which are available for inspection and those records which are unavailable for inspection are defined in KRS 61.870 to 61.884. A copy of this Act shall be displayed with this administrative regulation in the Office of the Lieutenant Governor.

Section 6. A copy of this administrative regulation shall be displayed in the main reception room of the Office of the Lieutenant Governor, the door to that room bearing the room number 142. (3 Ky.R. 173; eff. 9-1-1976.)